

Cancellation of Transportation Service

Date: [Insert Date]

To: [Transportation Service Provider Name]

Address: [Service Provider Address]

Dear [Service Provider's Contact Name],

I am writing to formally request the cancellation of my transportation service scheduled for [Insert Date(s)]. My booking reference number is [Insert Booking Reference Number].

Due to [Insert Reason for Cancellation], I will no longer require the service. I kindly ask for your confirmation of this cancellation at your earliest convenience.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]

[Your Contact Information]